

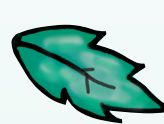















5 Procurement & Work Practices

-  Redesigned and implemented Town web pages to improve customer service, information availability, reduce cost and improve efficiency and effectiveness.
-  Utilizing 30% recycled content copier/printer paper and other recycled office products where cost effective.
-  Implemented internet auction sales for recycling and revenue generation of surplus vehicles and equipment.
-  Recycle scrap metal and other various materials at Town Transfer Station for revenue.
-  Initiated new procedures and policies to reduce energy consumption used by computer hardware, i.e., defaulting of printers to duplexing.
-  Enhanced mail processing procedures for incoming and outgoing mail resulting in greater efficiency and reduced “junk-mail.”
-  Employ green cleaning practices and products to maintain Town facilities including the purchase of chemicals certified by Green Seal, EcoLogo, or the California Air Resources Board, as appropriate.
-  Installed bike racks at various Town facilities allowing residents to choose non-motorized means of transportation.
-  Procure new appliances and office equipment with Energy Star ratings.
-  Implemented environmentally friendly procedures for Integrated Pest Control. (Facilities and Grounds)
-  Utilize Smart Systems (paper towel dispensers, soap dispensers, faucets, toilets and lighting) to reduce waste.
-  Utilize environmentally friendly building products such as paint, sheetrock, insulation, floor coverings, window treatments, etc.
-  Purchase products that use recycled materials for park amenities such as benches.
-  Recycle toner cartridges back through the office products supplier to be refurbished.
-  Purchase electricity, natural gas and motor fuels through competitive cooperative purchasing programs; participate in other government co-ops when in the Town’s best interest.

Continued →

5 Procurement & Work Practices, continued

-  Identify and replace mercury thermostats throughout Town buildings.
-  Educate Town employees on power saving initiatives.
-  Implemented electronic storage of documents, as practicable.
-  Installed reminder message on all Town emails "Please consider the environment before printing a copy of this email."
-  Automated numerous work practices to reduce paper & postage and improve efficiency, including:
 -  Bids/proposals and bid tabulations are posted on the Town's website for vendors to download directly saving staff resources, consumables, and postage.
 -  Developed a section of the website dedicated to the Town's Green Initiatives.
 -  Implemented E-Recording of Land Records (Level 1 only).
 -  Implemented computerized program scheduling at the Riverfront Community Center.
 -  Implemented computerized decentralized time and attendance for payroll in larger departments.
 -  Implemented computerized project accounting system to track recreation activity revenue and costs to eliminate redundant record keeping and allow electronic import of revenue postings to the accounting system.
 -  Transferred paper copies of assessment records dating back to 1964 to electronic media and now available on the Town's website. Original records have been recycled.
 -  Implemented on-line building permit applications allowing homeowners and contractors to apply for building permits without having to visit Town Hall.
 -  Publish the library newsletter electronically, allowing virtually unlimited distribution.
 -  Implemented new user-friendly Geographic Information System (GIS) web site for staff and residents.
 -  Converted paper forms to electronic format for use in Town operations, as practicable.